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PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Initiation of Standard Form 52 by PD(O) and PD(C) in Connection with Certain Separation Actions


REFERENCE: PDM NO. 63-52, Report of Separation and Register of Re-employable Personnel, 23 December 1952

1. This memorandum prescribes a special procedure for application by PD(O) and PD(C) to assure that all separation actions will be reflected in the Report of Separation for the month in which the separation occurs.
2. When information is received by either PD(O) or PD(C) that a separation will occur in a given month, every effort will be made to have the operating component in which the individual is employed submit promptly the necessary request for personnel action. If, after ^{such} steps have been taken, the Standard Form 52 has not been received by the Personnel Division concerned, the Personnel Relations Branch (Overt or Covert) will be responsible for initiating a personnel action request to effect the type of separation involved. This request will receive the same processing as one initiated by an operating component, in order that the case may be reflected in the Report of Separation for the current month. A personnel action request initiated in this manner will be signed by the Chief, PD(O) or PD(C), as appropriate.
3. In cases of this type the operating component is still required to initiate a personnel action request, but a request so initiated will be considered confirmatory upon receipt by the Personnel Division.

Extreme care will be taken to assure that a confirmatory request does not result in a second personnel action.

4. The provisions of PDM No. 63-52 and any other existing instructions relating to the processing of personnel action requests are modified accordingly.

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Personnel Director